

# McMinnville School District #40

Code: JHFE  
Adopted: 2/08/88  
Revised/Readopted: 4/08/96; 4/14/03; 12/12/05;  
11/09/09; 10/08/12  
Orig. Code: JHFE

## Reporting of Suspected Abuse of a Child

School employees are in positions to identify children who are at risk from abuse and neglect. Any school employee having reasonable cause to believe that any child with whom they come in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, is required by law and school policy to make a report.

The employee making the report of abuse of a child must make an oral report by telephone or otherwise to the Oregon Department of Human Services, Community Human Services, or to a law enforcement agency (LEA) within the county where the person making the report is at the time of contact.

The school employee shall also complete the district Abuse of a child Report Form and submit a copy to the building principal and a copy to the director of personnel. The personnel director shall inform the Superintendent of any allegations of abuse of a child in which the abuser is reported to be a school employee. Abuse of a child by district employees or by students will not be tolerated. As district employees are subject to this policy and the accompanying administrative regulation, if a district employee is a suspected abuser, reporting requirements remain the same. A substantiated report of abuse of a child by an employee shall be documented in the employee's personnel file. A substantiated report of abuse of a child by a student shall be documented in the student's education record. Administrators shall provide annual training for employees in the prevention and identification of abuse of a child and on the obligations of district employees under ORS 419B.005 as directed by board policy to report suspected abuse of a child. This training shall include the following information:

1. Purpose of the abuse of a child reporting law;
2. Definition and types of abuse of a child;
3. School employees as mandatory reporters;
4. How to make a report;
5. Information to be provided in the report;
6. Employee responsibility after making the report;
7. Confidentiality of records;
8. Penalty for failure to report;
9. Immunity from civil or criminal liability.

In addition, the district shall also provide annual training for parents and legal guardians of students attending district schools on the prevention and identification of abuse of a child, and the obligation of school employees to report suspected abuse of a child separate from the district employee training. Annual training designed to prevent abuse of a child will be available to students attending district operated schools.

The accompanying administrative regulations and operating procedures shall be implemented by the superintendent to assure that employees comply with the provisions of the law.

END OF POLICY

---

**Legal Reference(s):**

[ORS 339.370](#) to -339.400  
[ORS 418.746](#) to -418.751

[ORS 419B.005](#) to -419B.050

[OAR 581-022-2205](#)  
HB 4016 (2012)

Greene v. Camreta, 661 F.3d 1201 (9th Cir. 2011) –vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F. 3d 1201 (9th Cir. 2011).

**Cross Reference(s):**

JHFF - Reporting Requirements Regarding Sexual Conduct with Students